



Job Announcement

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Opening Date:	September 1, 2006	Closing Date:	Open until filled
Job Title:	Director, Internal Audit	Position Type:	Regular Full Time
PIN:	069655	FLSA Status:	Exempt - AT WILL
Location:	Internal Audit Department Annapolis, Maryland	Grade/Salary Range:	S08 \$77,554 - \$114,550
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: Serving at the direction of the Chief Judge, Court of Appeals, the Internal Audit Director plans, organizes and manages all internal and external auditing activity related to all functions and programs of the Maryland State Judiciary. This includes oversight of the risk-based auditing of all functions and programs in the areas of finance, operations, procurement, compliance and information technology to assure that all sponsored programs results are conducted economically and efficiently and in compliance with state government requirements. This position also serves as liaison to the Legislative Auditors of the Legislative Branch with regard to auditing activities related to the Judiciary. Develops, implements and directs short and long range strategic plans, standards, policies and operating procedures, which form the organizational framework that guides the Internal Auditing functions. Develops and manages the departmental budget. Recruits, selects and monitors the work of Internal Audit professional and clerical staff. Assesses staff performance, promotes, counsels, and disciplines staff as necessary. Develops strategies, schedules and executes plans to assure that quality risk-based audits are conducted throughout the Judiciary. Delegates scheduled auditing assignments to professional staff. Reviews audit reports, monitors to assure quality output, recommends post audit changes in methods and operating procedures as warranted and communicates audit results and recommended corrective actions to appropriate management. Summarizes and reports significant audit results and recommended corrective action to executive management. Provides advice and guidance related to the development of change management initiatives and makes value added recommendations to assure efficiency and quality throughout the Judiciary. Serves in an advisory capacity to executive and management committees on a wide variety of Judiciary matters.

Education: Bachelor's Degree from an accredited college or university and CPA certification.

Experience: Seven years of progressively responsible accounting and finance work experience, which includes at least four years of auditing experience.

Skills/Abilities: Must have strong analytical and interpretive skills and be able to demonstrate solid statistical, mathematical, and financial management skills. Working knowledge of PCs and a wide range of business technology software, to include word processing, spreadsheet, database and email applications. Strong management skills, including a proven track record establishing appropriate priorities, making effective decisions, solving problems creatively, and in the planning, development and organization of major organizational initiatives. Must have excellent communication, interpersonal and leadership skills, including the ability to produce effective written reports and presentations with strong focus geared toward administrative officials and the ability to interact effectively with all levels of employees. The ideal candidate will be able to balance a high level and detailed perspective when addressing audit issues. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.